

**TOWN OF WALPOLE  
SOLE- SOURCE DETERMINATION REQUEST**

**DATE:**

A “sole-source” procurement is a purchase of supplies or services without advertising or competition. Chapter 30B places strict limitations on sole-source procurements.

For contracts \$50,000 or less, you may make a sole-source procurement of any supply or service when a reasonable investigation shows that there is only one practicable source for the required supply or service. Your determination that one practicable source exists must be in writing. Please prepare and submit this form to the Purchasing Department as a backup to a requisition. Please note that a Purchase Order will not be generated unless this form is completed in its entirety.

Please note: you may *not* make a sole source procurement of more than \$50,000, *except* for the following: software maintenance, library books, and educational materials, and utilities.

**PLEASE PREPARE & SUBMIT TO PURCHASING AS A BACKUP TO REQUISITION**

**SUBMITTED BY:** \_\_\_\_\_ **DEPARTMENT:** \_\_\_\_\_

Vendor Name: \_\_\_\_\_  
Vendor Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Vendor State/Zip: \_\_\_\_\_  
Vendor Contact Name: \_\_\_\_\_  
Vendor Contact Phone: \_\_\_\_\_

**Please itemize specific items to be purchased (attach additional sheets if needed.)**

<b>Qty</b>	<b>Item Description (Include Specific Title, Model or Order Number, ISBN Number, etc.)</b>
Total Cost of Procurement (inc. Shipping):	

**Please indicate basis for sole-source determination request:**

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